

**CITY OF BELVIDERE  
PLANNING AND ZONING COMMISSION AGENDA  
Tuesday, October 8, 2019  
City Council Chambers  
401 Whitney Boulevard  
6:00 pm**

**ROLL CALL**

**Members:**

Daniel Arevalo, CHM  
Alissa Maher, VCHM  
Andrew Racz  
Paul Engelman  
Robert Cantrell  
Art Hyland  
Carl Gnewuch

**Staff:**

Gina DelRose, Community Development Planner  
Cathy Crawford, Administrative Assistant

**MINUTES:** Approve the minutes of the August 13, 2019 meeting.

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**2019-14: CCSIP Properties, Inc. (SU):** Property Owner, CCSIP Properties, Inc., 8642 US Highway 20, Garden Prairie, IL 61038 is requesting a special use to permit a planned development in the CB, Central Business District at 300 South Main Street. Special uses of the planned development are indoor commercial entertainment and outdoor commercial entertainment. Variances of the planned development include decreasing the setback of outdoor commercial entertainment from 300 feet to 90 feet. Deviations of the planned development include the building material (metal prefabricated structures). Belvidere Zoning Ordinance Sections 150.105(C)(6)(B)(2) Permitted as Special Use, 150.204(D)(10)(A)(1) and 150.904 Special Use Review and Approval Procedures. The planned development will allow for the construction of a container park with outdoor seating. PIN: 05-25-355-004

**Staff (Approval); PZC ( ); CC-1 ( ); CC-2 ( )**

**OTHER BUSINESS:**

**DISCUSSION:**

**Staff report**

**ADJOURNMENT**

**CITY OF BELVIDERE  
PLANNING AND ZONING COMMISSION**

**Minutes**

**Tuesday, August 13, 2019**

**City Council Chambers**

**401 Whitney Boulevard**

**6:00 pm**

**ROLL CALL**

**Members Present:**

Daniel Arevalo CHM

Art Hyland

Carl Gnewuch

Robert Cantrell

Andrew Racz

Alissa Maher, VCHM

**Staff Present:**

Gina DelRose, Community Development Planner

Cathy Crawford, Administrative Assistant

Michael Drella, City Attorney

**Members Absent:**

Paul Engelman

Chairman Daniel Arevalo called the meeting to order at 6:01 p.m.

**MINUTES:** It was moved and seconded (Racz/Cantrell) to approve the minutes of June 11, 2019. The motion carried with a 6-0 roll call vote.

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**2019-12; Anderson Subdivision (Replat):** The applicant is requesting replat approval of the one-lot subdivision named Anderson Subdivision. The subject property is at the southwest corner of West Hurlbut Avenue and Kishwaukee Street and a portion extends to West Lincoln Avenue.

Gina DelRose summarized the staff report dated August 6, 2019. The subject property is currently zoned I, Institutional District and is developed with a funeral home, parking area and single-family residences. In April 2017, the City Council approved an ordinance granting a planned development for the redevelopment of the funeral home on the subject property. A condition of the planned development was that the seven parcels be combined into one parcel to remove interior lot lines and any existing easements. In July 2017, the City Council approved an ordinance granting the one lot subdivision. The plat, however, was never recorded. The applicant has resubmitted the plat and is requesting approval of the Anderson Subdivision which combines the seven lots that were originally part of the F.W. Crosby Subdivision (1<sup>st</sup> and 2<sup>nd</sup> Additions). Since the property had previously been developed, public improvements such as roadways and utilities are not anticipated

to be installed. Comments received were either addressed by the applicant or have been incorporated into the recommended conditions of approval.

The planning staff recommends approval of the case 2019-12 subject to the following conditions:

1. Lot 12 shall be replaced with Lot 1 on the legend for Lot Number.
2. The second City Planner Certificate shall be removed.
3. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development. Public improvements may include water and sanitary service stubs, curb and gutter, storm sewer and storm water detention.
4. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to recording of the Final Plat or approval and release of the construction plans for the development by the Director of Public Works.
5. A construction inspection fee in the amount of three percent of the approved engineer's estimate of cost for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
6. Prior to approval of the Final Plat for this subdivision, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
7. A drainage overlay needs to be submitted for review and approval prior to final plat approval.
8. The revised plat shall be presented to the planning department for review and approval before any signatures are obtained.
9. The final plat shall be in compliance with all applicable codes, ordinances and agreements.

Gina DelRose stated many of the conditions, such as the requirement for a performance bond, are completed after approval by the City Council.

Robert Cantrell asked if this case included the two houses that were torn down last year.

Gina DelRose said those properties are not included within this subdivision.

Carl Gnewuch asked for clarification of a lot line on the staff report aerial map.

Gina DelRose explained the digital nature of the image is misleading and aerial photos are taken at a slight angle, which often results in lot lines not matching the actual lines.

A motion was made (Racz/Cantrell) to approve case 2019-12 subject to the nine conditions as presented in the staff report. The motion carried with a 6-0 roll call vote.

**2019-13; Boone County Arts Council (SU):** Boone County Arts Council, PO Box 311, Belvidere, IL 61008 on behalf of the property owner John Ahrens, PO Box 1163, Belvidere, IL 61008 is requesting a special use to install a mural at 427 South State Street within the CB, Commercial Business District (Belvidere Zoning Ordinance Sections 150.1012(A)(1) and 150.904 Special Use Review and Approval Procedures). The mural will be located on the north side of the building and depicts the Baltic Mill in celebration of the Belvidere Township Park District's 100<sup>th</sup> Anniversary.

The public hearing opened at 6:10 p.m.

Gina DelRose was sworn in. Ms. DelRose summarized the staff report dated August 6, 2019. The case was published in the Boone County Journal on July 26, 2019 and certified mailings were sent to property owners within 250 feet of the subject property on July 23, 2019.

During the 2019 Belvidere Heritage Days, the Boone County Arts Council organized the showcasing of a new mural for the downtown area. The mural depicts generations of children playing near the Baltic Mill and was commissioned in honor of the Belvidere Township Park District's 100<sup>th</sup> anniversary. The mural is 8 feet by 16 feet and consists of panels installed on painted wood framing that will be attached to the building. Murals painted on panels versus painted on buildings have proven to be easier to maintain and they can be relocated should something happen to their original location. The mural does not block any existing windows or architectural features. The property is considered in-fill development creating a building style and parking area that is not conducive to typical historic downtowns. The mural will help tie the property in with neighboring historic buildings.

The planning staff recommends the approval of case 2019-13 subject to the following conditions:

1. The mural shall be maintained by the Boone County Arts Council and property owner according to Belvidere's Zoning Ordinance requirements. If the mural shall fall into disrepair, then it shall be removed from the subject property.
2. The mural shall be in substantial conformance with the image provided by the applicant.

There were no questions for the staff.

The applicant was not present.

The public hearing was closed at 6:13 p.m.

It was moved and seconded (Gnewuch/Maher) to accept the findings of fact as presented by the staff. The motion carried with a 6-0 roll call vote.

It was moved and seconded (Cantrell/Racz) to recommend approval of case 2019-13 subject to the conditions as presented by the staff. The motion carried with a 6-0 roll call vote.

**OTHER BUSINESS:** None

**DISCUSSION:** None

**Staff Report:**

Gina DelRose presented a visitor to the commission members.

Gina DelRose stated that a new city event, Buchanan Street Strolls, would take place on August 18, September 8, September 22, and October 6, 2019 on Buchanan Street in downtown Belvidere and would feature many food items for sale, musical guests, and events for the whole family.

**ADJOURNMENT:**

The meeting adjourned at 6:16 p.m.

**Recorded by:**

**Reviewed by:**

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Cathy Crawford  
Administrative Assistant

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Gina DelRose  
Community Development Planner

**CITY OF BELVIDERE**

*Community Development*



**BUILDING DEPARTMENT**

**PLANNING DEPARTMENT**

**401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 \* PH (815)547-7177 FAX (815)547-0789**

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October 2, 2019

**ADVISORY REPORT**

**CASE NO:** 2019-14

**APPLICANT:** CCSIP Properties, Inc., 300 South Main St.

**REQUEST AND LOCATION:**

Please find the attached information regarding the application of property owner, CCSIP Properties, Inc. 8642 US Highway 20, Garden Prairie, IL 61038 for a special use to permit a planned development in the CB, Central Business District at 300 South Main Street. The planned development will allow for the construction of a container park with outdoor seating. Special uses of the planned development are the sale of alcohol which is considered indoor commercial entertainment and the outdoor seating area which will feature live entertainment is considered outdoor commercial entertainment. Variances of the planned development include decreasing the setback of outdoor commercial entertainment from 300 feet to 90 feet. Deviations of the planned development include the building material (metal prefabricated structures). Belvidere Zoning Ordinance Sections 150.105(C)(6)(B)(2) Permitted as Special Use, 150.204(D)(10)(A)(1), 150.710(D) and 150.904 Special Use Review and Approval Procedures. The property is irregular in shape, approximately 0.4 acres and contains a metal building and concrete walls.

**EXISTING LAND USE ON SUBJECT PROPERTY AND ADJACENT PROPERTY:**

**Subject property:** Vacant

**Adjacent property:**

**North:** Residential

**South:** Municipal Owned Parking Lot

**West:** ComEd Substation, Residential, and Dog Park

**East:** Residential

**CURRENT ZONING ON SUBJECT PROPERTY AND ADJACENT PROPERTY:**

**Subject property:** CB, Central Business District

**Adjacent property:**

**North, South, and West:** CB, Central Business District

**East:** SR-6, Single-family residential-6 District

**COMPREHENSIVE PLAN ON SUBJECT PROPERTY AND ADJACENT PROPERTY:**

**Subject property:** Central Mixed Use

**Adjacent property:**

**North, South, and West:** Central Mixed Use

**East:** Single Family Residential

**BACKGROUND:**

The property is currently developed with a 5,000 square-foot metal building and a concrete wall that enclosed a former salvage yard. On April 3, 2017, the Belvidere City Council approved Ordinance 342H, granting a special use for a planned development (Iron and Coal project) on the subject property. That development has not moved forward due to various site conditions. The proposed planned development will not nullify Ordinance 342H and encompasses many of the same deviations.

Until such time as the property can be fully redeveloped, the applicant is requesting a new planned development for a container park. Container parks are comprised of metal shipping containers that have been retrofitted to house a variety of uses such as retail businesses, photography studios, farmer's markets, bars, musicians, etc. Due to their ability to be removed from a site easily, container parks are becoming popular as 'pop up' activity centers that can be removed and redeveloped when appropriate. In addition to the shipping containers, the park will have a larger pavilion and outdoor seating for events such as weddings, concerts, markets, etc. The container park will be an added feature downtown to complement Heritage Days, Hometown Christmas, Buchanan Street Strolls and future festivals.

Deviations being requested for the planned development include special uses for indoor and outdoor commercial entertainment, a variance to allow outdoor entertainment 90 feet from residentially zoned properties instead of the required 300 feet and the ability to use metal as an exterior building material. The use of metal shipping containers is the largest departure from the planned development granted in 2017.

Although the property does not have any on-site parking, it is adjacent to a municipal parking lot with several others in close proximity. Due to existing lot sizes, age and layout of the existing buildings and the intention to be pedestrian-friendly, on-site parking is not required in the Central Business District.

**TREND OF DEVELOPMENT:**

The property is located within the Central Business District, along South Main Street. Northeast of the property is what is commonly referred to as the Warehouse District; this has the potential for significant redevelopment in the future.

**COMPREHENSIVE PLAN:**

The subject property is designated as "Central Mixed Use" by the City of Belvidere Comprehensive Plan. The Central Mixed Use category encourages pedestrian-orientated indoor commercial, office, institutional and residential uses with streetscaping and low-key signage.

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**FLEXIBLE DEVELOPMENT STANDARDS:**

According to Section 150.907 (B)(1)(A) of the City of Belvidere Zoning Ordinance, new and alternative standards may be approved for a development by the city. The applicant is requesting the following standards specific to this project.

**Zoning Ordinance:**

- **Article I, Section 150.105(C)(6) Central Business District (B) Permitted as Special Use (2) Indoor commercial entertainment**

The applicant would like to allow the shipping containers to house a bar or other business that offers alcoholic beverages in addition to live performances.

- **Article I, Section 150.105(C)(6) Central Business District (B) Permitted as Special Use (2) Outdoor commercial entertainment**

The applicant would like to construct a pavilion with outdoor seating to host large receptions as well as events that may include alcoholic beverages and live performances.

- **Article I, Section 150.204(D)(10) Outdoor Commercial Entertainment (A)(1) Regulations**

**Activity areas shall not be located closer than 300 feet to a residentially zoned property.**

The applicant is requesting to deviate from the minimum residential buffer of 300' for outdoor commercial entertainment uses to 90'.

- **Article I, Section 150.710 (D) Building Design and Construction Requirements: Planned office (PO; Commercial Districts (PB, GB, CB) and Tollway Corridor Districts (PM1, PM2, PM4, CC and TC).**

**Metal Panels may be used only to accentuate or as a finish material within these districts.**

The applicant is requesting to utilize metal shipping containers for building material.

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**FINDINGS OF FACT:**

Per Section 150.904 (G) of the City of Belvidere Zoning Ordinance, the criteria for granting a Special Use (Planned Development) Permit are as follows:

- A. Findings: The establishment, maintenance, or operation of the Planned Development will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.**

The planned development will allow for a container park that would be utilized as a commercial center (already permitted), an entertainment center and a venue for large gatherings. Such land uses are often found in Belvidere's downtown between the mix of businesses, public festivals and special events. The metal shipping containers, metal building and concrete walls will aid in buffering sound and light from the activities as well as keeping refuse contained.

- B. Findings: The requested Planned Development, both its general use independent of its location and in its specific location, will be in harmony with the purposes, goals, objectives, policies, and standards of the City of Belvidere Comprehensive Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to Notice of Public Hearing by the City.**

The Comprehensive Plan shows the properties to the north, south, and west as Central Mixed Use and the eastern properties as Single Family Residential. The planned



development is in compliance with the Comprehensive Plan in terms of providing a mix of pedestrian-orientated commercial uses.

- C. **Findings:** The Planned Development will not in its proposed location and as depicted on the required site plan, result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this Chapter, the Comprehensive Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to Notice of Public Hearing by the City or governmental agency having jurisdiction to guide development.

The subject property is at the edge of the downtown area, leading into the Warehouse District and a neighborhood of older industrial buildings. The deviation for building material is not out of character for the property as it would be in other locations. The property is adjacent to a municipal parking lot that is often used during downtown events. The parking lot has access from both South Main Street and Whitney Boulevard.

- D. **Findings:** The establishment of the Planned Development will not completely impede the normal and orderly development and improvement of surrounding property, and maintains the desired consistency of land uses, land uses intensities, and land use impacts as related to the environs of the subject property.

Planning staff does not anticipate the planned development impeding future development or creating a negative impact on adjacent properties. When and if the time comes that the property is fit for a different development, the container park can be disassembled. The adjacent parking lot is commonly referred to as the Octoberfest Lot because of its long history of hosting community events. The special use will allow community events and private events to continue in the downtown with the added bonus of having sheltered areas for inclement weather.

- E. **Findings:** The proposed Planned Development is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvement facilities, utilities or services provided by public agencies servicing the subject property.

The Planned Development is located on a parcel not currently serviced by municipal water and sewer. The developer would need to extend services as part of the development's construction.

- F. **Findings:** The potential public benefits of the proposed Planned Development outweighs the potential adverse impacts of the proposed Planned Development after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts.

The layout of the special use will create a perimeter of buildings and concrete walls with the outdoor commercial entertainment area being in a courtyard area rather than adjacent to the buildings. This will help to buffer the potential negative impacts that may occur. Like the existing building on the property, the neighborhood to the east is comprised of older metal industrial buildings. The metal shipping containers will not be out of character. All aspects

of the planned development will need to adhere to the city codes in regards to noise levels, light levels and property maintenance.

**SUMMARY OF FINDINGS:**

The planned development will allow for a container park that would be utilized as a commercial center (already permitted), an entertainment center and a venue for large gatherings. Such land uses are often found in Belvidere's downtown between the mix of businesses, public festivals and special events. The layout of the special use will create a perimeter of buildings and concrete walls with the outdoor commercial entertainment area being in a courtyard area rather than adjacent to the buildings. This will help to buffer the potential negative impacts that may occur.

The subject property is at the edge of the downtown area, leading into the Warehouse District and a neighborhood of older industrial buildings. The deviation for building material is not out of character for the property as it would be at other locations. The property is adjacent to a municipal parking lot that is often used during downtown events and has access from both South Main Street and Whitney Boulevard. The adjacent parking lot is commonly referred to as the Oktoberfest Lot because of its long history of hosting community events. The special use will allow community events and private events to continue in the downtown with the added bonus of having sheltered areas for inclement weather.

Planning staff does not anticipate the planned development impeding future development or creating a negative impact on adjacent properties. When and if the time comes that the property is fit for a different development, the container park can be disassembled. All aspects of the planned development will need to adhere to the city codes in regards to noise levels, light levels and property maintenance.

**RECOMMENDATION:**

Planning staff recommends the **approval** of case number **2019-14** subject to the following conditions:

1. The Planned Development shall be developed in substantial conformance with the site plan dated 7/24/2019.
2. A full site plan including building plans by a licensed design professional that includes any structural changes, water and sewer service details, stormwater conveyance, detention calculations, driveway access, etc. shall be submitted to and approved by the staff (building, public works, police, fire, planning, etc.) prior to the issuance of building permits.
3. The Planned Development is granting only the following flexible standards:

Special Uses for: Indoor commercial entertainment (Section 150.105(C)(6)(B)(2)) and Outdoor Commercial Entertainment (Section 150.105(C)(6)(B)(2)).

Variations for: A decrease in the buffer required between residential and outdoor commercial entertainment properties from 300' to 90' (Section 150.204(D)(10)(A)(1)).

Deviations for: The use of metal and a primary exterior building material (Section 150.710(D)).

**Submitted by:**

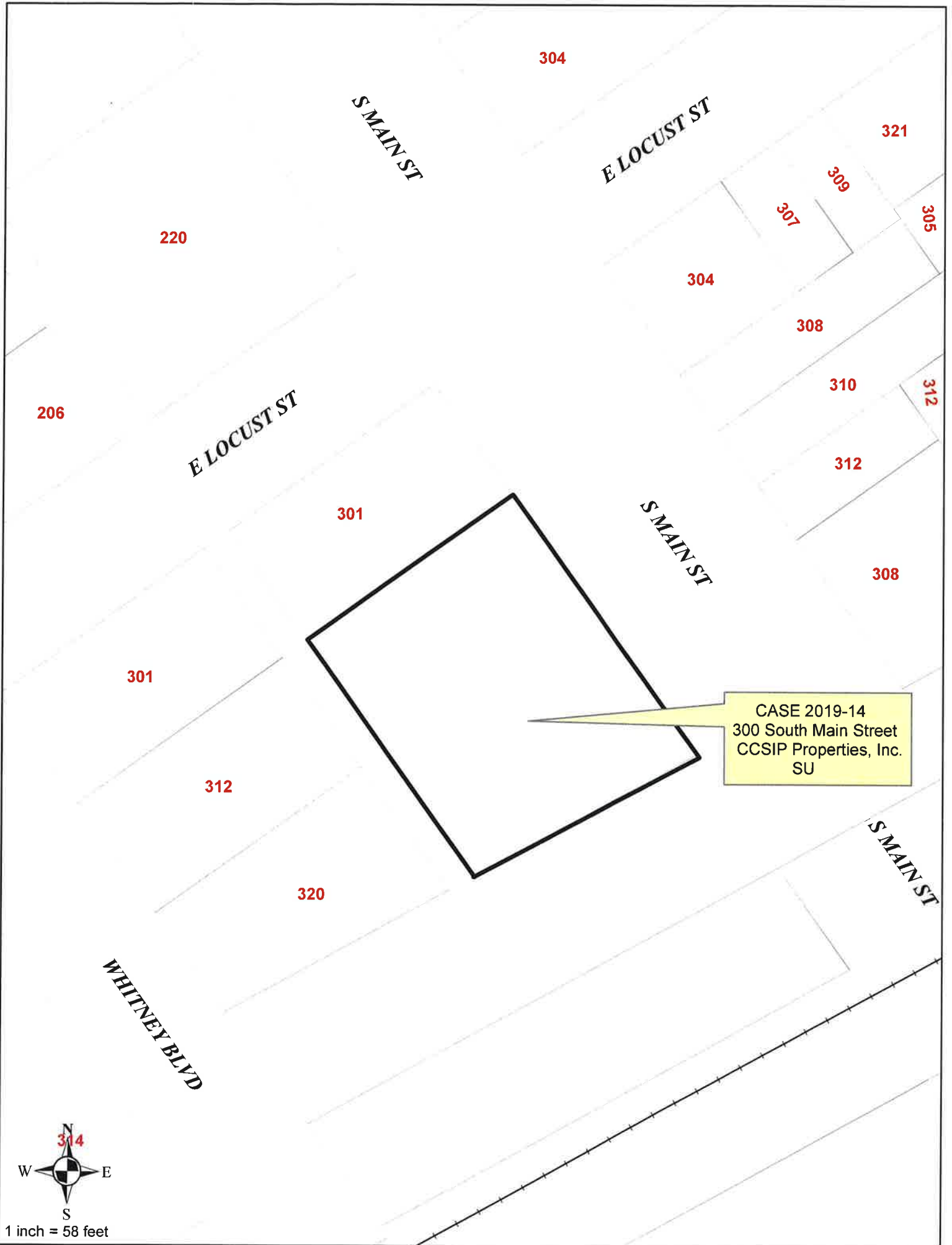
  
\_\_\_\_\_  
Gina DelRose,  
Community Development Planner

**PLANNING AND ZONING COMMISSION/CITY COUNCIL ACTION**

The Planning and Zoning Commission shall make and forward findings of fact as to the compliance of the proposed planned development with the standards and make a recommendation to the City Council. The City Council shall review the findings and recommendation and may accept or reject the findings and recommendation of the Planning and Zoning Commission in whole or in part; or the City Council may refer the matter back to the Planning and Zoning Commission for further consideration. Any approval shall be considered the approval of a unique request and not be construed as precedent for any other proposed planned development.

**ATTACHMENTS:**

1. Location Map by Planning Staff.
2. Aerial Photo by Planning Staff.
3. Narrative as Submitted by the Applicant.
4. Site Plan and Building Rendering Submitted by the Applicant.
5. Letter submitted by the Boone County Soil and Water Conservation District, Jennifer Becker, September 9, 2019.
6. Letter submitted by the Boone County Health Department, Amanda Mehl, September 13, 2019.
7. Memo submitted by the City of Belvidere Department of Public Works, Brent Anderson, September 17, 2019.
8. Letter submitted by the City of Belvidere Building Department, Kip Countryman, September 19, 2019.



CASE 2019-14  
300 South Main Street  
CCSIP Properties, Inc.  
SU





308

310

S MAIN ST

301

312

320

CASE 2019-14  
300 South Main Street  
CCSIP Properties, Inc  
SU

1 inch = 29 feet

# CCSIP Properties, Inc.

8642 US Hwy 20 Garden Prairie, IL, 61038

City of Belvidere  
401 Whitney Blvd., Suite 300  
Belvidere, IL 61008

July 25, 2019

RE: Container Court at the location adjacent to 315 South Main Street

It is the view of CCSIP Properties that the proposed Container Court falls within the existing planned development for this space. It is our intent to begin work on this project, however, before we start any work we'd like to be sure that we're all in agreement about what is required of CCSIP and the City.

CCSIP will provide the materials and labor to complete the project and would request the following from the City:

- Water and sewer brought back into the lot (existed previously) \*\* water buffalo box is in the sidewalk
- Approve the use of prefabricated, modified shipping containers for retail space, venue space and auxiliary space (for example, restrooms, concessions, stage, etc.) \*\* see attached artist's rendering of the proposed project.
- Allow access down the abandoned city easement from the parking lot to the Silver Industrial building for future expansion
- Approve this space and the surrounding public parking area for community events, for example, but not limited to: car shows, farmer's markets, music festivals, etc.
- Include this space and the surrounding public parking area in existing community events and when developing new promotional events for the City

CCSIP would also request to be allowed to do the following:

- Level the lot and cut the concrete wall to allow access to the parking lot
- Install a cement walkway around the container access for ADA compliance
- Install a pre-engineered, prefabricated pavilion on site

CCSIP would appreciate a letter from the City confirming agreement with the project parameters as described.

Thank you for your attention to this matter and please let me know if you have any questions.

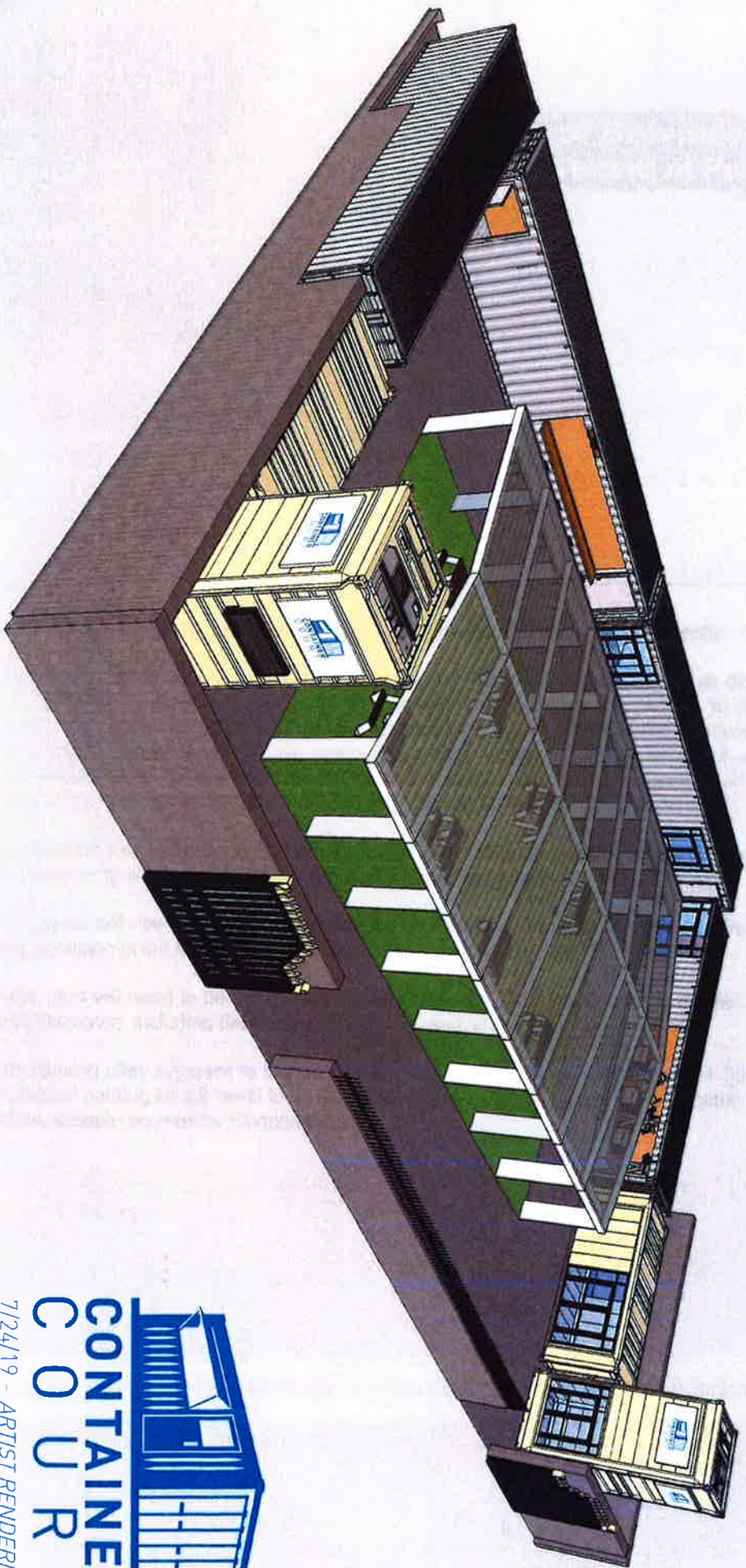
Sincerely,



Russell L. Caldwell  
President

Enclosure

P: 800-537-8231 ext. 202 E: [russell@ccsiusa.com](mailto:russell@ccsiusa.com) W: [www.ccsiusa.com](http://www.ccsiusa.com)



**CONTAINER  
COURT**



7/24/19 - ARTIST RENDERING



 Boone County  
**Soil & Water**  
Conservation District

211 N. Appleton Road  
Belvidere, IL 61008  
815-544-2677 ext. 3

September 9, 2019

**SWCD NRI #: 1627**

Belvidere Planning Department  
401 Whitney Blvd.  
Belvidere, IL 61008

Dear Sir/Madam,

A request for a Natural Resource Information Report was submitted for the property listed in this letter. We will supply a written reply to you office as indicated below:

Our review does not apply in this instance.  
 Other (see attached)

**Location of Site: 300 Main Street, Belvidere, IL 61008**

**PIN(S): 05-25-355-004**

Contact	Petitioner	Owner
CCSIP Properties Inc. c/o Russell Caldwell 8642 U.S. Highway 20 Garden Prairie, IL 61038	Same	Same
815-544-8385 <a href="mailto:Russell@ccsiusa.com">Russell@ccsiusa.com</a>		

**Request:** Special Use for building materials

Sincerely,

  
Jennifer Becker

Boone County Soil & Water  
Conservation District

Re: Russell Caldwell



**Public Health**  
Prevent. Promote. Protect.

# Boone County Health Department

1204 Logan Avenue, Belvidere, Illinois 61008  
Main Office 815.544.2951 Clinic 815.544.9730 Fax 815.544.2050  
www.boonehealth.org

*The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting optimal wellness & protecting the public's health.*

September 13, 2019

Gina Del Rose  
City of Belvidere Community Development  
401 Whitney Blvd., Suite 300  
Belvidere, IL 61008

FAX 815-547-0789

Re: Case: 2019-14, CCSIP Properties, Inc. 300 S. Main St.

Dear Gina,

We are in receipt of the special use to permit a container park with outdoor seating, including the sale of alcohol. Our office has no objections on this request. However, prior to operation of the center a to-scale plan and a food application must be submitted to the health department for review, for any of the businesses that will provide food or beverages. The plan review fee would be determined when menu information is submitted. Below is the county code explaining this further.

**Sec. 30-35. Submission and review of plans; permits.**

- (a) *Generally*, whenever a food service establishment or retail food store is constructed or extensively remodeled and whenever an existing structure is converted to use as a food service establishment, properly prepared plans and specifications for such construction, remodeling, or conversion shall be submitted to the regulatory authority for review and approval before construction, remodeling, or conversion is begun. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, construction materials of work areas, and the type and model of proposed fixed equipment and facilities.
- (b) *Permit required*. Any business or organization desiring to operate as a food service establishment or retail food establishment must have a current food service permit.
- (c) *Plans, inspection and approval*. Before issuing a food service permit to a new establishment, plans must be submitted to and approved by the health authority. Plans submitted for review must be accompanied by the appropriate plan review fee as listed in section 38-31.

RE: Case: 2019-14, CCSIP Properties, Inc. 300 S. Main St.  
Date: September 13, 2019  
Page: 3 of 3

(3) *Medium Risk Facility*: is a food establishment that presents a medium risk of causing foodborne illness based upon a few food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify facilities as Category II Medium Risk facilities:

- a. if hot or cold foods are not maintained at that temperature for more than 12 hours and are restricted to same day service;
- b. if preparing foods for service from raw ingredients uses only minimal assembly; and
- c. foods served at an establishment that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from an approved food processing plants, (high risk) food service establishments or retail food stores.

(4) *Low Risk Facility*: is a food establishment that presents a low relative risk of causing foodborne illness based on few or no food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify facilities as Category III Low Risk facilities:

- a. only prepackaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved food processing plant;
- b. only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages occurs at the facility; or
- c. only beverages (alcoholic and non-alcoholic) are served at the facility.

Please let us know if you have any questions or concerns

Thank you,



Amanda Mehl  
Public Health Administrator

ce

# Memo

**To:** Gina DelRose, Community Development Planner  
**From:** Brent Anderson, Director of Public Works  
**Date:** September 17, 2019  
**Re:** Case #2019-14, Container Park Review, 300 South Main

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Having reviewed the above referenced project, I would offer the following comments:

1. The existing water service appears to have served the house that was there as depicted on the 1930 Sanborn map. The water department will excavate the service to confirm it's material type. They will also do an exploratory dig for a sewer service as no records exist for it. The sanitary sewer mains have been videoed with no apparent service connection noted. There is a possibility that the sewer service may be connected to the common sewer line serving the houses along Locust Street that flows to the west.

Connection fees will need to be paid if a water meter larger than ¾" is required. Payment is due prior to issuance of a building permit for this development.

2. The owner will need to provide detention for any increase in storm water runoff from the existing condition to the fully improved condition.
3. A site plan will need to be submitted showing the water and sewer service details, storm water conveyance, including detention calculations, and driveway access.
4. The existing alley adjacent to the west side of the subject property from Locust Street to the municipal parking lot will need to be maintained due to the 24" storm sewer located there, as well as access required for ComEd facilities.

CITY OF BELVIDERE

*Community Development*



BUILDING DEPARTMENT

PLANNING DEPARTMENT

401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 \* PH (815)547-7177 FAX (815)547-0789

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**DATE: 9/19/2019**

**TO: Gina DelRose Community Development Planner**

**RE: 300 South Main St**

**Gina,**

**Building plans will need to be submitted by a licensed design professional that include any structural changes including but not limited to electric, HVAC and plumbing will need to be reviewed and approved before any construction permits will be issued.**

**Thank you**

**Kip Countryman  
Director of Building  
City of Belvidere Community Development  
815-547-7177  
Kcountryman@ci.belvidere.il.us**

## CITY 2019

Date	Planner	Case	Request	Petitioner/ Address	PZC	CC1	CC2
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**October**

9/5/2019	GD	2019-14	SU	CCSIP Prop., Inc.	10/8/2019	10/14/2019	10/28/2019
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**November**

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<b>Variation</b>	<b>2</b>
<b>Map Amendment</b>	<b>1</b>
<b>Subdivision</b>	<b>2</b>
<b>Special Use</b>	<b>7</b>
<b>Annexation</b>	<b>1</b>
<b>Text Amendment</b>	<b>1</b>
<b>Temporary Use</b>	
<b>Appeals</b>	
<b>Total</b>	<b>14</b>

# BELVIDERE

## Community Development Department

### Planning Department

401 Whitney Boulevard, Suite 300, Belvidere, Illinois, 61008 (815) 547-7177 FAX (815) 547-0789

### September 2019 Monthly Report

Number	Project	Description	Processed
<b>Belvidere Projects</b>			
1	Cases: October 2018	Beverly Materials (Plote), SU, 4654 Townhall Rd	9/10/2018
0	Cases: September	None	
1	Cases: October	CCSIP Properties Inc., SU, 300 S. Main Street	9/5/2019
2	Annexation	Plote, 4654 Townhall Road Plote, Irene Rd and US Route 20	
0	Temporary Uses	None	
1	Site Plans (New/Revised)	2054 Graham Road, BelRock	9/17/2019
0	Final Inspection	None	
6	Downtown Overlay Review	133 N. State Street, rear deck 521 S. State Street, wall sign 323 N. State Street, windows 140 N. State Street, wall sign 101 N. State Street, windows 407 S. State Street, wood trim	9/5/2019 9/5/2019 9/11/2019 9/18/2019 9/20/2019 9/30/2019
2	<b>Prepared Zoning Verification Letters</b>	2040 N. State Street 404 E. Locust Street	9/4/2019 9/19/2019
1	<b>Issued Address Letters</b> Belvidere Historic Preservation Commission	Sager Corproate Park, Plat 4 The Commission continued planning for their October fundraiser. St. John's United Church of Christ's landmark plaque was delivered.	9/23/2019
	Heritage Days	None	
	Hometown Christmas	The core organizers met to begin planning Hometown Christmas and discuss possible changes.	
	Buchanan Street Strolls	Staff continued to assist with marketing , vendor outreach, organization and implementation	
<b>Poplar Grove Projects</b>			
1	Cases: September	Adult-use Cannabis, TA	8/30/2019
0	Cases: October	None	
1	<b>Issued Address Letters</b>	Etes Subdivision	9/23/2019

**Planning Monthly Report Cont.**

**1 Prepared Zoning Verification Letters** 13517-13519 Harvest Way

9/20/2019

**Scanned Plats: E-mail, Print and/or Burn**

**3** Recorder's Office

**3** Other Department

**0** General Public None

Webinar on the New Construction Program,  
continued to answer questions and  
communicate with the Complete Count  
Committee.

**Census**

**Planning Department Current Duties**

Close out completed planning case files

Respond to all FOIA requests

Work with 911, Fire Department and Post Office to verify all addresses in the City

Assist Growth Dimensions with requested data

Meetings and phone calls with developers regarding potential development

Phone calls/walk-ins for questions regarding zoning, floodplain, development, etc.

Prepare minutes, agendas and packets for various committees, commissions, boards

Prepare deposits and purchase orders for bill payments



# United States Census Bureau

## U.S. Census Bureau has Field Representative Positions Available in Boone County Illinois

If you are interested in applying please call or email:  
1-800-865-6384 x15  
Chicago.Recruiting@census.gov



### Salary:

**\$14.54- \$18.90** per hour starting salary  
10% night differential for hours worked after 6 PM  
\$.58 cents per reimbursable mile driven



### Hours:

Flexible hours, Varies based on Survey

### Requirements:

Must complete an assessment and a mock and structured job interview  
Must have six months of general experience and/or education  
Must be a U.S. Citizen  
Must be at least 18 years old  
Must have a valid driver's license  
Must have an insured and working automobile  
Must pass a security background check



### Duty Location:

Applicants selected for this position will have their home as their Duty Station and will be required to travel throughout their local area on a routine basis



### How to Apply:

Interested applicants should contact the Chicago Regional Office to request an application



**Call or email to request an application:  
1-800-865-6384 Ext: 15  
Chicago.Recruiting@census.gov**

<https://www.census.gov/about/regions/chicago/jobs/all.html>



THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY at 630-288-9200. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE-BASIS.

THE DEPARTMENT OF COMMERCE, U.S. CENSUS BUREAU IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THE U.S. CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.

REV 1/27